THE SYSTEMS HOUSE, INC.
MASTER DISTRIBUTION DOCUMENTATION

T A B L E   O F   C O N T E N T S

END OF MONTH SELECTOR

ACCOUNTS RECEIVABLE END OF MONTH

PROK NAME   ARPROC PAR.STREAM009
PROGRAM NAME   VARIOUS
SELECTION   MENU-4 AND MENU-16
SELECTION NUMBER   5 AND 1
FILES ACCESSED   AR FILES
                             GL FILES

OVERVIEW
Before the end of month jobstream is run, all invoicing for the month should be completed. All cash batches should be completed and updated. Any accounts receivable adjustments should also be updated to the monthly file. A tape backup should be done of the account before the end of month is run. (This procedure can be found in the operations section of the documentation.)

The end of month jobstream updates the following:

  1.   Aging done as of end of month. Aging error report (if any errors were found and corrected).

  2.   Updates cash receipts to General Ledger Activity file.

  3.   Updates the company record last AR month closed and current AR month.

  4.   Updates the General Ledger Activity file with the sales for the month.

  5.   Updates the General Ledger Activity file for deferred income update (if parameter flag is set to 'Y').

  6.   Updates the cost of goods to the General Ledger Activity file by product type (if parameter flag is set to 'Y').

  7.   Clears the month to date fields in the Cust.Det and Prod.Det files.

  8.   Copies Ar to Ar.Hist.

  9.   Rebuilds Ar.Hist.Xref for new items.

  10.   Clears monthly files.

ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

The accounts receivable end of month jobstream (ARPROC PAR.STREAM009) prints reports and updates as follows:

1. Enter month ending date as (MM/DD/YY)
2. Enter fiscal period you are closing (YYMM) or 'END'
3. Checks to insure that all daily (batch) files have been processed, and updated properly to the monthly files:

    a.   Daily cash register update. (Dcashprt)
    b.   Daily adjustments register. (Ar.Adj.Prt)

4. Clears aging buckets in the Customer Master and Detail files
5. Updates accounts receivable aging
6. Prints an error report if any errors have occurred
7. Clears Error file
8. Prints detailed ledger card
9. Prints customer statements
10. Prints detailed aged trial balance
11. Prints A/R summary schedule
12. Prints A/R overdue report
13. Prints monthly A/R adjustment journal
14. Clears monthly A/R Adjustment file
15. Updates Bank file with cash amounts
16. Prints monthly cash receipts journal
17. Prints summary of monthly cash receipts
18. Clears Monthly Summary Cash file
19. Updates cash receipts to G/L
20. Checks for errors
21. Clears Monthly Cash Receipts file
22. Deletes A/R records with zero balances
23. Updates Company file for new accounting period
24. Prints monthly invoice register
25. Prints monthly credit memo register
26. Prints monthly tax register
27. Prints monthly commission register
28. Updates invoices to G/L
29. Checks for errors
30. Updates Sales.1 to G/L if product type update is selected
31. Checks for errors

ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

32.   Clears month to date data from the following files:

        Customer Detail
        Product Detail
        Salesman
        Pick

33.   Prints monthly chargeback register
34.   Clears Charge.Back file
36.   Updates end of month cash figure to daily balance report

ACCOUNTS RECEIVABLE END OF MONTH SCREEN UPDATE

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 File  Edit  Settings  File Transfer
ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM


#  COMPANY                UPD       #   COMPANY                      UPD
 1.01 THE SYSTEMS HOUSE    N
 2.02 CUSTOMER SUPPORT SER N
 3.17                      N
 4.22 HISCOMPANY           N
 5.33 HERCOMPANY           N
 6.55                      N
 7.88 MYCOMPANY            N
 8.99 ADVANCED BUSINESS SY N











ENTER LINE # TO CHANGE ,'A' FOR ALL,'0' TO ACCEPT, OR 'END' TO ABORT :
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OE	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ACCOUNTS RECEIVABLE END OF MONTH SCREEN UPDATE

OPERATING INSTRUCTIONS

> **MONTH END ACCOUNTS RECEIVABLE JOBSTREAM**
> **HIT <NL> TO CONTINUE OR 'END'**

Enter 'RETURN' to run the month end. Enter 'END' to return to the menu.

> **ENTER MONTH ENDING DATE AS (MM/DD/YY)**

Enter the month end date or 'END' to return to the menu. The date will be used for reports and the aging.

> **ENTER OPERATOR INITIALS**

The operator code entered is validated to the Operator file for access code 'AR'.

> **ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT:**

Enter the line number for the company(s) you wish to close for the accounts receivable month end.

> **ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE:**

An entry of 'Y' will flag the company for end of month. An entry of 'N' will remove the update flag. Enter 'A' to flag all companies in the list for update. Enter 'END' to return to the menu. If 'A' is selected all companies that are to be updated must be on the same fiscal year.

If you enter '0' to accept, the end of month jobstream will start for all companies with the update flag set to 'Y'.

> **ENTER FISCAL PERIOD TO UPDATE OR <END>:**

Enter the fiscal period you are closing as 'YYMM' or 'END' to return to the menu. The fiscal period entered must be the current period.

ACCOUNT RECEIVABLE END OF MONTH REPORTS

The end of month jobstream produces the following reports:

1.   Detailed aged trial balance by company by customer.

2.   Accounts receivable summary report by company by customer.

3   Accounts receivable overdue report by company by customer.

4.   Monthly accounts receivable adjustment listing.

5.   Monthly accounts receivable cash receipts report.

6.   Monthly non-accounts receivable cash receipts report.

7.   Summary cash receipts by receiving company.

8.   Summary cash receipts by applied company.

9.   Monthly invoice register.

10.   Monthly consignment register.

11.   Monthly credit memo register.

12.   Monthly tax register.

13.   Monthly commission Register.

14.   Monthly chargeback Register.

All reports are generated to hold files. Samples of the reports can be found in the accounts receivable section.

ACCOUNTS PAYABLE END OF MONTH

PROK NAME   AP.P PAP.STREAM008
PROGRAM NAME   VARIOUS
SELECTION   MENU-13 AND MENU-16
SELECTION NUMBER   4 AND 2
FILES ACCESSED   AP FILES
                                   GL FILES

OVERVIEW

Prior to running the accounts payable end of month jobstream, the following should be done.

1.   Verify that all vouchers have been entered for the month and all batches have been updated.

2.   Verify that all checks and handchecks have been generated for the month and updated.

3.   Run the month end tape backup. (From the accounts payable selector menu-13)

The month end procedure will update the purchases and disbursements to the general ledger. The monthly registers will be printed to hold files for review. The vouchers and open accounts payable will be copied to the history files and the $ 0.00 balance records will be deleted from the Open Accounts Payable file.
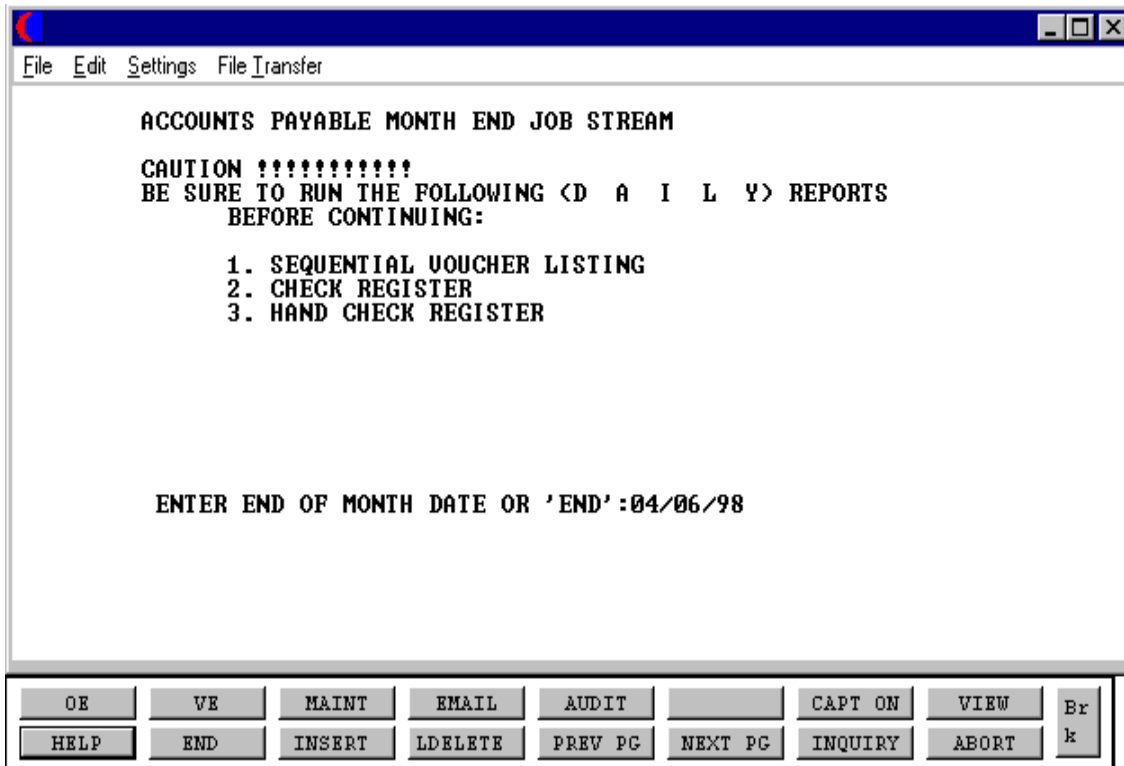
ACCOUNTS PAYABLE END OF MONTH

The reports will not include vouchers for future months. If the voucher is in the current month, but the payment was made in a future month, the voucher will be open during the end of month.

The month end stream updates as follows:

1. Updates Voucher History file (copies Vouchers to H.Vouchers)
2. Updates and clears Vouchers file -------> General Ledger Activity file
3. Clears SQV file
4 Updates 1099 file from handchecks and regular checks
   (copies Mon.Hdch to 1099.File)
   (copies Mon.Ckr to 1099.File)
5. Clears Mon.Ckr file
6. Clear Mon.Hdch
7. Updates Bank cash totals in the Bank file - for the running of the bank balance report.
8. Clears Mcd file and produces cash disbursement general ledger entries ---------> Gla
9. Clears MTD accumulation in Vendor file.
10. Deletes Temporary Vendors whose:
    a.   Balance is 0
    b.   Check payment date is 32 days old
11. Resets MTD accumulations in the Job file
12. Deletes job records with no activity in the past 400 days
13. Deletes entries in Ap.Inv.Ver more than 400 days old
14. Updates vendor history (copies Oap to Dump-Oap)
15. Deletes closed Oap items where:
    a.   Balance open = 0
    b.   Date paid = to input end of month date
16. Updates the vendor open invoice string (Vend.Inv)
17. Updates the current activity month and last month closed in the Company record(s).
18. Deletes items more than 370 days old from the vendor history (Dump-Oap file)
19. Deletes items more than 370 days old from the voucher history (H.Vouchers file)

ACCOUNTS PAYABLE END OF MONTH SCREEN UPDATE

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ACCOUNTS PAYABLE MONTH END JOB STREAM

CAUTION !!!!!!!!!!!!
BE SURE TO RUN THE FOLLOWING <D  A  I  L  Y> REPORTS
        BEFORE CONTINUING:

        1. SEQUENTIAL VOUCHER LISTING
        2. CHECK REGISTER
        3. HAND CHECK REGISTER




        ENTER END OF MONTH DATE OR 'END':04/06/98
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OE	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ACCOUNTS PAYABLE END OF MONTH SCREEN UPDATE

OPERATING INSTRUCTIONS

CAUTION !!!
BE SURE TO RUN THE FOLLOWING (D A I L Y) REPORTS
BEFORE CONTINUING:

1. **SEQUENTIAL VOUCHER LISTING**
2. **CHECK REGISTER**
3. **HAND CHECK REGISTER**

ENTER END OF MONTH DATE OR 'END': MM/DD/YY

Enter the month end date or 'END' to return to the menu.

ENTER OPERATOR INITIALS

The operator code entered is validated to the Operator file for access code 'AP'.

EOM COMPANY SCREEN UPDATE PROMPTS:

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT:

ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE.

'Y' will flag the company for end of month. 'N' will remove the update flag.

'A' will flag all companies in the list for update. If 'A' is entered all companies selected for update must be on the same fiscal.

'END' will return to the menu.

If you enter '0', the end of month jobstream will start for all companies with the update flag set to 'Y'.

ENTER FISCAL PERIOD TO UPDATE OR <END>:

Enter the fiscal period you are closing as 'MMYY' or 'END' to return to the menu. The fiscal period entered must be the current period.

ACCOUNTS PAYABLE END OF MONTH REPORTS

The month end stream prints reports as follows:

1. Prints expense distribution by general ledger
2. Prints expense distribution by department
3. Prints expense distribution by job number
4. Prints monthly sequential voucher register
5. Prints monthly check register
6. Prints monthly paid invoice register
7. Prints monthly handcheck register
8. Prints monthly cash disbursements - regular
9. Prints monthly cash disbursements - handchecks
10. Prints monthly check summary reports
11. Prints job cost summary report
12. Prints job detail history report
13. Prints accounts payable activity list
14. Prints accounts payable reconciliation report

All reports are generated to hold files. Samples of the reports can be found in the accounts payable section.

GENERAL LEDGER END OF MONTH

PROK NAME   GL.P MENU-14.2.5
                             GL.P GL.CPIO
                             GL.P PREDIST.GLA.LIST
                             GL.P MENU-14.2.2
PROGRAM NAME   VARIOUS
SELECTOR NAME   MENU-14.2 AND MENU-16
SELECTOR   4 AND 3
FILES ACCESSED   GL FILES

OVERVIEW

The general ledger updates the following:

Prior to the running, the operator is asked whether or not tape backup has been run, if it has not, it can be initiated from this procedure. It is suggested that a tape backup be run before each end of month update.

1.   Selects the activity information in the Gla file for the specified fiscal period.

2.   Writes a copy of the transaction to Gla.Hist file for historical purposes, and to Glm file for the production of the monthly general ledger detail report.

3.   Updates the appropriate bucket in the Chart of Accounts file for the current period's activity.

4.   The file Gl.Inq.Xref is also updated at this time for use in the detail general ledger inquiry (MENU-14.4.4).

5.   The distribution of all the allocations is done based on the balances in the account to be distributed.

NOTE: The specified period MUST be the next period in sequence that will be closed.

GENERAL LEDGER END OF MONTH

OVERVIEW (Continued)
The following reports will be generated:

1. Produces the Detail General Ledger Report file (Glm file), selects Chart of Accounts file a and writes the month's opening balance for each account to the Glm file.
2. The redistribution report will give you all the information on the accounts that have been allocated.

GENERAL LEDGER END OF MONTH JOBSTREAM

The entries for the accounts receivable and the accounts payable modules are automatically updated to the general ledger during the respective month end jobstreams. In order to complete the general ledger for the month, you must enter all entries not included in the accounts receivable and accounts payable modules and any adjusting entries you may need to make.

In order to complete the month end for general ledger, the following steps must be taken:

1.   **TAPE BACKUP**

The tape backup should be run before the month end is run. This will dump to tape all the files used by the general ledger.   The tape should be kept for at least one month.(Menu-14.2.11)

2.   **MONTH END UPDATE**

This procedure updates all the general ledger activity for the month to the chart of accounts. The allocation is also done at this time and will print on the detail report. Once the month end update is run you cannot enter any transactions for the month. (except for the last month of the year.) (Menu-14.2.4)
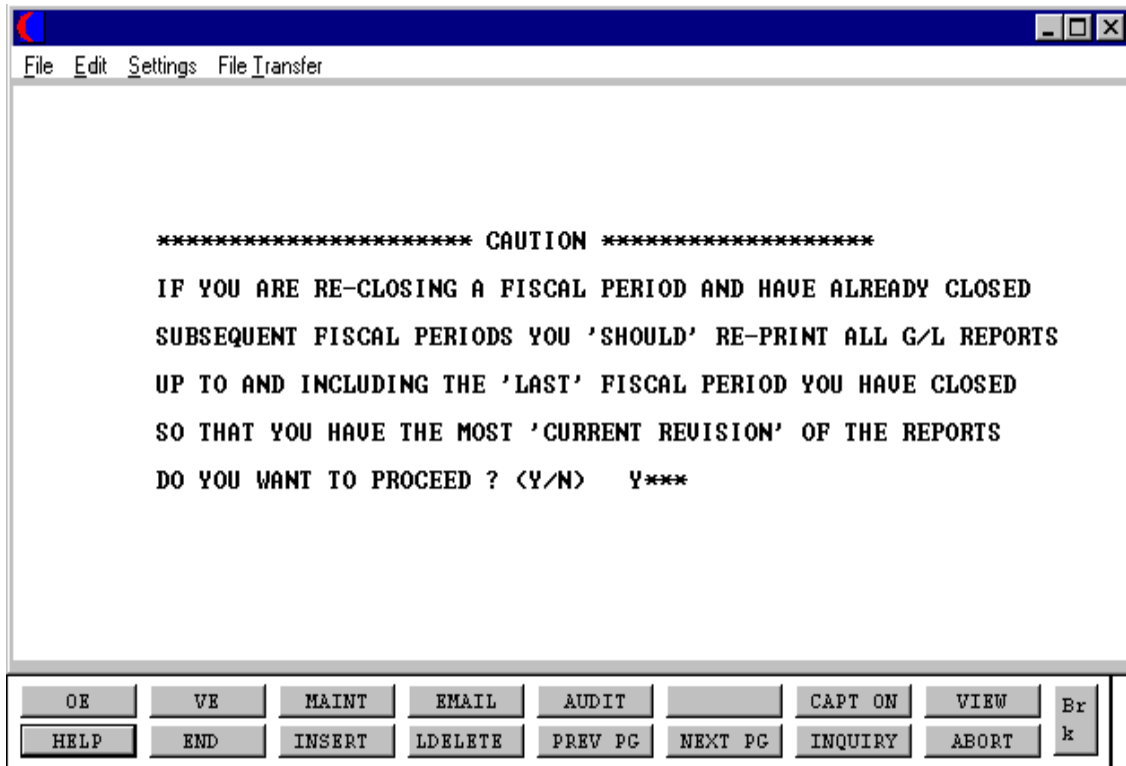
3.   **POST CLOSING GENERAL LEDGER DETAIL REPORT**

During the month end update, you will be asked if you want to print the month end detail report. This report prints all general ledger activity along with the re-allocations. After the report is printed, you will be asked if you are through with the report, you should input Y***. This will clear the monthly file. If you do not answer Y***, the next month end report will include these transactions also but the general ledger will be correct.(Menu-14.2.6)

4.   **POST CLOSING TRIAL BALANCE**

When you run the trial balance you will be asked if you want to print the trial balance. Enter 'P' for the trial balance print. You can print a trial balance for any month (during the current year) that you have closed.(Menu-14.2.7)

GENERAL LEDGER END OF MONTH UPDATE

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 File  Edit  Settings  File Transfer
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*********************** CAUTION ********************

IF YOU ARE RE-CLOSING A FISCAL PERIOD AND HAVE ALREADY CLOSED

SUBSEQUENT FISCAL PERIODS YOU 'SHOULD' RE-PRINT ALL G/L REPORTS

UP TO AND INCLUDING THE 'LAST' FISCAL PERIOD YOU HAVE CLOSED

SO THAT YOU HAVE THE MOST 'CURRENT REVISION' OF THE REPORTS

DO YOU WANT TO PROCEED ? (Y/N)    Y***
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OE	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

GENERAL LEDGER END OF MONTH JOBSTREAM

OPERATING INSTRUCTIONS

* * * * * * GENERAL LEDGER MONTH-END UPDATE * * * * * *

**NOTE: ONCE UPDATE IS RUN THE 'MONTHLY JOURNAL ENTRY REPORT'
                  MAY NOT BE RUN.**

ENTER <RTN> TO CONTINUE OR 'END':

ENTER OPERATOR INITIALS OR "END":

The operator code entered is validated to the Operator file for access code 'AP'.

* *CAUTION* *

**IF YOU ARE RE-CLOSING A FISCAL PERIOD AND HAVE ALREADY
CLOSED
SUBSEQUENT FISCAL PERIODS YOU SHOULD RE-PRINT ALL G/L
REPORTS UP TO AND INCLUDING THE 'LAST' FISCAL PERIOD YOU HAVE
CLOSED SO THAT YOU HAVE THE MOST 'CURRENT REVISION' OF THE
REPORTS DO YOU WANT TO PROCEED? (Y/N)**

Enter 'Y***' to proceed or 'N' to return to the menu.

ENTER DATE OF THIS RUN OR 'END':

Enter the date to appear on the report. Format MM/DD/YY.

ENTER FISCAL YEAR & MONTH NUMBER, OR 'END':

Enter the fiscal year and month (YYMM) or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':

Enter a specific company, 'A' for all companies or 'END' to return to the menu.

HAS THE GENERAL LEDGER TAPE BACKUP BEEN RUN? (Y/N/'END'):

A response of 'Y' will allow the program to continue. A response of 'N' will initiate the
tape backup. 'END' will return to menu.

GENERAL LEDGER END OF MONTH JOBSTREAM

OPERATING INSTRUCTIONS (Continued)

G/L UPDATE DONE! - PRINT DETAIL REPORT NOW? (Y/N):

'Y' will print the detail report, 'N' will bypass the printing of the detail report.

DETAIL GENERAL LEDGER HAS FINISHED SPOOLING!
C A U T I O N !!! A YES ANSWER WILL CLEAR THE REPORT FILE!!

ARE YOU THROUGH WITH THIS MONTH'S DETAIL GENERAL LEDGER?
(Y/N):

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I N D E X